

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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June 24, 2003

**FROM: AURELIO W. DE LA TORRE, Director
Purchasing Department**

SUBJECT: AGREEMENTS FOR INTERIOR DESIGN AND SPACE PLANNING SERVICES

RECOMMENDATION: Approve agreements listed to provide the county with professional services for interior design and space planning, as periodically required by departments.

HMC Group
JCM Facilities Planning and Management
Westgroup Designs
Williams Chiao Architects, LLP

BACKGROUND INFORMATION: On September 27, 2002, the Purchasing Department posted a Letter of Solicitation (PUR02-03) on the county website seeking proposals from interior design and space planning firms/individuals for the purpose of developing a pool of qualified vendors. Of the nine responses received on or before the October 16, 2002 due date, six responses meeting the minimum qualifications were reviewed by a committee consisting of representatives from Architecture and Engineering, County Administrative Office, Human Services System, Purchasing, and Real Estate Services.

The evaluation process involved ranking the proposals based on the following criteria: cost, experience, ability to provide computer aided design (CAD), technical assistance to the county, and references. The committee then required oral presentations from the top four vendors ranked the most responsive. Based on this evaluation and the criteria set forth, the committee recommends the above-referenced vendors to provide interior design and space planning services.

As projects arise, the county will issue a Request for Quote (RFQ) to the above-referenced vendors (pool members). An RFQ is essentially a streamlined competitive process that expedites the selection process since pool members have been pre-qualified. Pool members will then have the opportunity of submitting proposals per the instructions in the RFQ. The Director of Architecture and Engineering shall review and may manage contracts for architectural programming and space planning for facilities owned by the County or Board-Governed Special Districts. The Director of Real Estate Services shall review and may manage contracts for architectural programming and space planning for facilities leased or desired to be leased by the County or Board-Governed Special Districts. Management of contracts by A & E and RES will be based on the scope, complexity, size, and cost of the project. Less complex projects will be managed by departments requesting these services.

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The term of each agreement is for a period of three years, commencing on July 1, 2003, and ending on June 30, 2006. Each agreement includes a provision to terminate for non-performance with 15 days notice, or for any reason with 60 days notice.

REVIEW BY OTHERS: This item has been approved as to legal form by County Counsel (Michelle Blakemore, Deputy County Counsel) on May 29, 2003; and reviewed by Risk Management (Donia J. Brooks, Staff Analyst II) on March 18, 2003, and the County Administrative Office (Lynn Chacon and Dan Kopp, Administrative Analysts) on June 13, 2003.

FINANCIAL IMPACT:. All expenditures will be determined by demand levels from user departments and are included in their 2003-04 budgets and will be budgeted in subsequent fiscal years.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with A & E's proposal and recommends this action based on the necessity to provide departments with architectural programming and space planning. There is no impact to local cost for Purchasing Department since costs will be absorbed within user department budgets.

SUPERVISORIAL DISTRICT (S): All

PRESENTER: Terri Martinez, Contracts Administrator, Purchasing, 387-2069

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